MA

MICHAEL ANDERSON

Travel Program Analyst

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Business Administration

University of Florida
2016-2020

SKILLS

- Data Analysis
- Travel Policy Compliance
- Vendor Management
- Process Improvement
- Reporting
- Customer Service

LANGUAGES

- English
- Spanish
- French

Highly organized and analytical Travel Experience Manager with a strong focus on data-driven decision-making and operational efficiency. Expertise in managing travel programs for large organizations, ensuring compliance with corporate travel policies. Proven ability to analyze travel data to identify trends and optimize travel expenditures. Skilled in negotiating contracts with travel suppliers to secure the best rates and services.

WORK EXPERIENCE

Travel Program Analyst   2020-2023

Corporate Travel Services

- Analyzed travel data to identify spending trends and recommend cost-saving measures.
- Managed vendor relationships to negotiate favorable contract terms, reducing costs by 20%.
- Developed reporting tools to track travel expenses and compliance with corporate policies.
- Conducted audits of travel bookings to ensure alignment with budget guidelines.
- Collaborated with finance teams to reconcile travel expenses and reports.
- Provided insights to management on travel program performance and improvement opportunities.

Travel Operations Coordinator   2019-2020

Business Travel Solutions

- Coordinated travel arrangements for corporate clients, ensuring adherence to travel policies.
- Implemented new booking systems that improved efficiency by 25%.
- Maintained records of travel itineraries and expenses for accurate reporting.
- Resolved travel-related issues promptly to enhance customer satisfaction.
- Trained staff on best practices for travel management and reporting.
- Monitored industry trends to recommend updates to travel policies and procedures.

ACHIEVEMENTS

- Achieved a 90% compliance rate with corporate travel policies.
- Recognized for developing a travel reporting system that increased transparency.
- Reduced travel costs by 15% through strategic vendor negotiations.